

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	204
			Original Date	05/16/1983
	Department: Fiscal Property		Revised Date	04/28/2016
	Disposition of State Property			

Policy:

State property items no longer utilized by the Montana Mental Health Nursing Care Center will be disposed of by being declared surplus or by use of the Disposal of Waste Materials form.

Procedure:

1. The Purchasing Agent will serve as the Coordinator for disposition of State property.
2. Items needing to be surplused must be authorized by the Director of Support Services or administer.
3. The following materials, determined to have no value by the Department Supervisor, may be removed from the facility by non-profit groups or employees:
 1. Empty cardboard boxes
 2. Empty plastic buckets and containers
 3. Empty tin cans
 4. Plastic lids not needed
 5. Empty shipping material
 6. Used disposable aluminum pie tins
 7. Shipping tube cardboard containers
 8. Plastic jars
 9. Empty metal buckets and lids
 10. Dated newspapers
 11. Empty sacks

Reviewed: _____

Superintendent: _____